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Minimum Qualification Specifications
for the Class:

FUNDS MANAGEMENT ADMINISTRATOR

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree in business, public administration, finance, accounting, economics, or a related field. Excess work experience as described under the General and Specialized Experience, below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the majors specified above may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: One and one-half (1-1/2) years of progressively responsible professional work experience which involved financial analysis, and/or forecasting.

Specialized Experience: Two (2) years of progressively responsible professional work experience in the management of financial matters which involved responsibility for one or a combination of the following:

1. Cash management activities which included analyzing cash balances and cash flow projections; positioning funds to maximize returns while meeting obligations (i.e., developing investment strategies, researching alternative investment options, negotiating terms, and evaluating returns on investments); and the receipt, disbursement, accounting and reconciliation of funds.
2. Planning and marketing the sale of bonds. The experience must have included evaluating and recommending strategies for bond issues; and planning, directing and coordinating the sale of bonds.

The experience must also have demonstrated knowledge of the concepts of public finance and involved extensive public contact

which demonstrated the ability to maintain effective relationships with representatives of banking institutions, investment firms, legal counsel, or top-level officials of private or governmental agencies.

Supervisory Experience: Two (2) years of supervisory work experience over a staff of professionals which included:

1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

Administrative Experience: One (1) year of administrative experience which involved active participation in, and major responsibility for, the development, management, execution and coordination of policies and programs.

Substitutions Allowed:

A master's degree in economics, finance or accounting from an accredited college or university may be substituted for a maximum of one (1) year of the required General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resource Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification
specification for the class FUNDS MANAGEMENT ADMINISTRATOR
approved on May 19, 1998.

DATE APPROVED: _____
MIKE McCARTNEY
Director of Human Resources Development